



# Training Amendment TUTORIAL



Virginia Alcoholic Beverage  
Control Authority

*NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.*

## INSTRUCTIONS

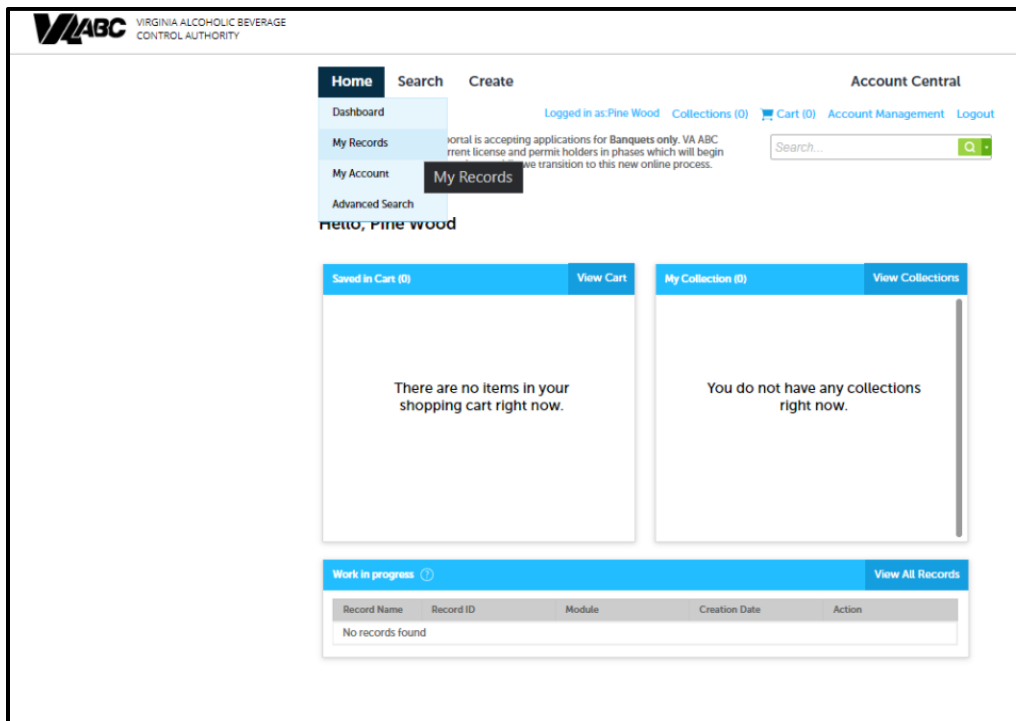
For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.

1. Log in to Account Central, then the Licensing system will be displayed.
2. Click [Home>My Records](#) in the top left navigation. A list of all records displays.
3. Find the license for which you wish to record your training and click the corresponding [Amendment link](#) in the action column.
4. Select the [amendment type, training log](#), then continue application
5. Next [create a contact for training](#), select from an existing contact or click on add new
6. Click [continue application](#)
7. [Add information for the training classes](#) that have been completed, click add a new row
8. [Populate the attendee information](#), click submit.
9. [Click continue application](#) after all classes have been added
10. [Add an attachment](#) for certifications, training lists and other supporting training documents, click add
11. Select the file you would like to [upload](#), click add
12. Select the [file type, add a description](#), click continue application
13. Message that training documents were [successfully uploaded](#), click continue application
14. [Review your submittal](#), check the box that you agree to the certification, click continue application
15. Receive your [receipt](#)

## END OF WRITTEN INSTRUCTIONS

## SCREEN HELP

1. Log into Account
2. Click on Home, My Records



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## 3. Find the amendment record, click on amendment

[Home](#) [Search](#) [Create](#) Account Central

Logged in as: Pine Wood Collections (0) [Cart \(0\)](#) [Account Management](#) [Logout](#)

Currently, the VAL on-line portal is accepting applications for Banquets only. VA ABC intends to on-board our current license and permit holders in phases which will begin shortly. We appreciate your patience while we transition to this new online process.

Search...

▼ Licenses

Showing 1-10 of 10 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Action	Record Number	Record Type	Name	Date	Effective Status	Expiration Date	Relat Reco
<input type="checkbox"/>		013171486	Training Log	VA ABC Import Training Logs	10/28/2022			4
<input type="checkbox"/>		PIN-2022-00055	PIN Record		10/26/2022			0
<input type="checkbox"/>		PIN-2022-00056	PIN Record		10/26/2022			0
<input type="checkbox"/>	<a href="#">Pay Fees Due</a>	013148201	Retail Restaurant or Caterer Renewal	Hanging Rock Golf Club	03/05/2022			0
<input type="checkbox"/>	<a href="#">Amendment</a>	12593870	Business Entity	Jacks Place LLC	03/27/2017			6
<input type="checkbox"/>	<a href="#">Amendment</a>	12570853	Business Entity	Hanging Rock Golf Club Inc	04/22/2014			8
<input type="checkbox"/>		13122054	Retail Restaurant or Caterer Application	Hanging Rock Golf Club	04/22/2014			3
<input type="checkbox"/>	<a href="#">Amendment</a>	13310	Retail Restaurant or Caterer License	Pinewood	08/01/2001	Active	07/31/2023	3
<input type="checkbox"/>		13115403	Retail Restaurant or Caterer Application	Pinewood	06/12/2001			4
<input type="checkbox"/>	<a href="#">Amendment</a>	54337	Retail Restaurant or Caterer License	Hanging Rock Golf Club	06/27/1991	Active	05/31/2022	2

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## 4. Select Amendment Type Training Log, click continue application

[Home](#) [Search](#) [Create](#) Account Central

Logged in as: Pine Wood Collections (0) [Cart \(0\)](#) [Account Management](#) [Logout](#)

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search...

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

[Search](#)

☐ Change of Business Entity or Ownership Amendment

☐ Facility or Establishment Name change

☐ License Establishment Extension Amendment

☐ License Event Notification Amendment

☐ License or Privilege Surrender Amendment

☐ Lift of Surrender Amendment

☐ MBAR

☐ OLP Application

☐ Request Keg Book

☐ Retail License ABC Store Change Amendment

☐ Retail Restaurant or Caterer - Privilege / Classification Change

☒ Training Log

[Continue Application »](#)

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5. Create a contact for training, click select from account to choose an existing contact or click add new, click continue application

Home Search Create Account Central

Logged in as: Pine Wood Collections (0) Cart (0) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search...

**Training Log**

1 Contact for Training	2 Training Classes	3 Attachments	4 Review	5 Record Issuance
------------------------	--------------------	---------------	----------	-------------------

**Step 1: Contact for Training > Contact for Training**

\* indicates a required field.

**Contact**

A Permittee or Licensed Professional is required. To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Continue Application > Save and resume later

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6. Click continue application

Home Search Create Account Central

Logged in as: Pine Wood Collections (0) Cart (0) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search...

**Training Log**

1 Contact for Training	2 Training Classes	3 Attachments	4 Review	5 Record Issuance
------------------------	--------------------	---------------	----------	-------------------

**Step 1: Contact for Training > Contact for Training**

\* indicates a required field.

**Contact**

A Permittee or Licensed Professional is required. To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

**Pine Wood**  
pinewood@pinewood.com  
Home phone:  
Mobile Phone:  
Work Phone: 1234567788  
Fax:  
[Edit](#) [Remove](#)

▼ Contact Addresses

**Add Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		1, 1 VA 11111 United States	Actions ▼

Continue Application > Save and resume later

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7. To add class information, click on add a new row

Home Search Create Account Central

Logged in as: Pine Wood Collections (0) Cart (0) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search...

Training Log

1 Contact for Training 2 Training Classes 3 Attachments 4 Review 5 Record Issuance

Step 2: Training Classes > Training

\* indicates a required field.

Custom Lists

ATTENDEE INFORMATION

Showing 0-0 of 0

First Name	Last Name	Training Course Name	Training Course Provider	Date of Training Course	Score
No records found.					

Add a Row Edit Selected Delete Selected

Continue Add a Row Save and resume later

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8. Populate attendee information, click submit

Home Search Create Account Central

Logged in as: Pine Wood Collections (0) Cart (0) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search...

Training Log

1 Contact for Training 2 Training Classes 3 Attachments 4 Review 5 Record Issuance

Step 2: Training Classes > Training

\* indicates a required field.

Custom Lists

ATTENDEE INFORMATION

Showing 0-0 of 0

First Name	Last Name	Training Course Name	Training Course Provider	Date of Training Course	Score
No records found.					

Add a Row Edit Selected Delete Selected

Continue Add a Row Save and resume later

ATTENDEE INFORMATION

\*First Name: \*Last Name: \*Training Course Name:

\*Training Course Provider: \*Date of Training Course: \*Score:

Submit Cancel

Submit

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9. After all training classes have been added, click continue application

Home Search Create Account Central

Logged in as: Pine Wood Collections (0) Cart (0) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#) Search...

**Training Log**

1 Contact for Training 2 Training Classes 3 Attachments 4 Review 5 Record Issuance

**Step 2: Training Classes > Training**

\* Indicates a required field.

**Custom Lists**

**ATTENDEE INFORMATION**

Showing 1-1 of 1

	First Name	Last Name	Training Course Name	Training Course Provider	Date of Training Course	Score	
<input type="checkbox"/>	John	Smith	Test Course	Training Course Test	10/01/2022	Pass	Actions

Add a Row Edit Selected Delete Selected

Continue Application Save and resume later

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This step is not required. Certifications, attendee lists and other supporting documents can be uploaded into VAL for tracking purposes.

10. Click Add

Home Search Create Account Central

Logged in as: Pine Wood Collections (0) Cart (0) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#) Search...

**Training Log**

1 Contact for Training 2 Training Classes 3 Attachments 4 Review 5 Record Issuance

**Step 3: Attachments > Training Documents**

\* Indicates a required field.

**Attachment**

The maximum file size allowed is 16 MB.  
The following file types are disallowed for upload:  
.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.htm;.html;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.mht;.mhtml;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.wsf;.wsh

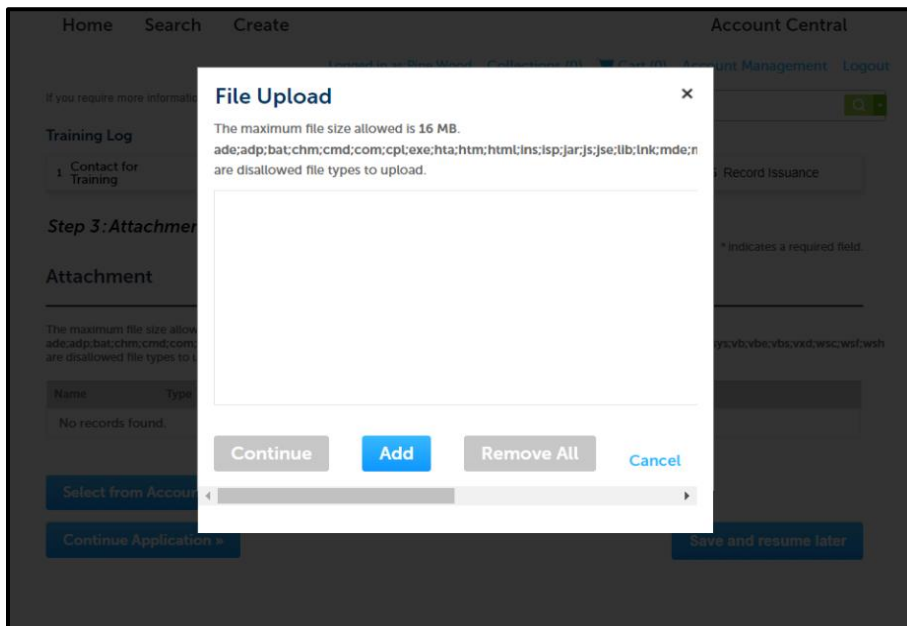
Name	Type	Size	Latest Update	Action
No records found.				

Select from Account Add

Continue Application Save and resume later

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11. Select the file you would like to upload, click add



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12. Select the file type, add a description, click continue application

*Follow this process until all documents have been uploaded, when finished*

A screenshot of the 'Attachment' form in the 'Training Log' section of the application. The form is titled 'Step 3: Attachments > Training Documents'. It includes a 'Training Log' breadcrumb trail with steps: 1 Contact for Training, 2 Training Classes, 3 Attachments (current), 4 Review, and 5 Record Issuance. The form has a search bar and a 'Search...' button. Below the search bar is a table with columns: Name, Type, Size, Latest Update, and Action. The table is empty with the message 'No records found.' Below the table is a 'Type:' dropdown menu with 'Training Certificates' selected. To the right of the dropdown is a 'Remove' link. Below the dropdown is a 'File:' section with a progress bar showing '100%' and a 'Description:' text area. At the bottom of the form is an 'Also Attach To' dropdown menu with '--Select--' selected. At the very bottom are four buttons: 'Save', 'Select from Account', 'Add', and 'Remove All'. At the bottom right is a 'Continue Application >' button. At the bottom left is a 'Save and resume later' button.

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## 13. Click continue application

[Home](#) [Search](#) [Create](#) Account Central

Logged in as: Pine Wood Collections (0) Cart (0) [Account Management](#) [Logout](#)

If you require more information regarding Virginia ABC, Please [Click Here](#)

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**Training Log**

1 Contact for Training

2 Training Classes

3 Attachments

4 Review

5 Record Issuance

**Step 3: Attachments > Training Documents**

\* Indicates a required field.

**Attachment**

The maximum file size allowed is 16 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jsc;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh  
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
<a href="#">Green MBAR Form.jpg</a>	Training Certificates	83.41 KB	10/28/2022	<a href="#">Actions</a> ▼

Select from Account

Add

Continue Application »

Save and resume later

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14. Review your submittal, check that you agree to the certification, click on continue application

1 Contact for Training

2 Training Classes

3 Attachments

4 Review

5 Record Issuance

**Step 4: Review**

Continue Application »

Save and resume later

Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. Please review all information below including the certification at the bottom of the page.

**Record Type**

Training Log

**Contact**

Edit

Individual  
Pine Wood  
Birth Date:  
\*\*\*.\*\*-9988

Primary Phone:1234567788  
E-mail:pinewood@pinewood.com  
Preferred Method of Contact:

**Custom Lists**

ATTENDEE INFORMATION

Edit

First Name	Last Name	Training Course Name	Training Course Provider	Date of Training Course	Score
John	Smith	Test Course	Training Course Test	10/01/2022	Pass

**Attachment**

Edit

The maximum file size allowed is 16 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
<a href="#">Green MBAR Form.jpg</a>	Training Certificates	83.41 KB	10/28/2022	<a href="#">Actions ▼</a>

I certify that I am the applicant and that all information provided on this Training Log is true and correct.

☒ By checking this box, I agree to the above certification.

Date: 10/28/2022

Continue Application »

Save and resume later

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## 15. Receive receipt

HomeSearchCreate

Account Central

Logged in as: Pine Wood Collections (0) Cart (0) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search... 


1 Select item to pay

2 Payment information

3 Receipt/Record issuance

**Step 3: Receipt/Record Issuance**

Receipt



Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

No Address

013171487

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